# Approving Pay Transactions

# Overview

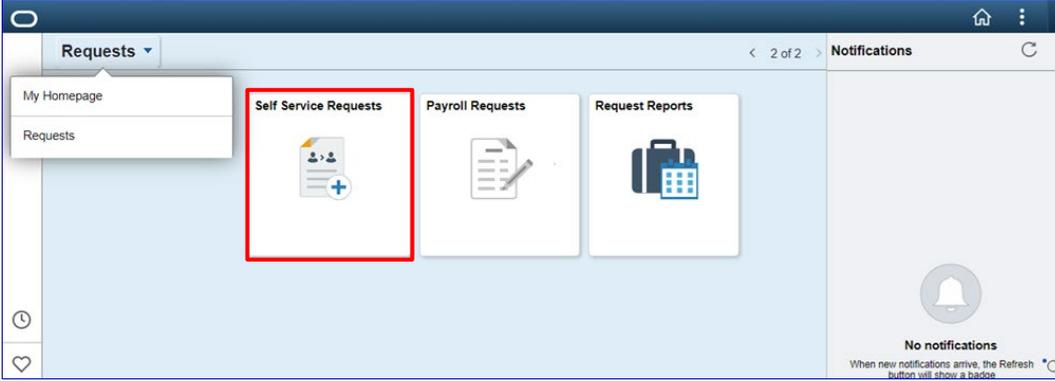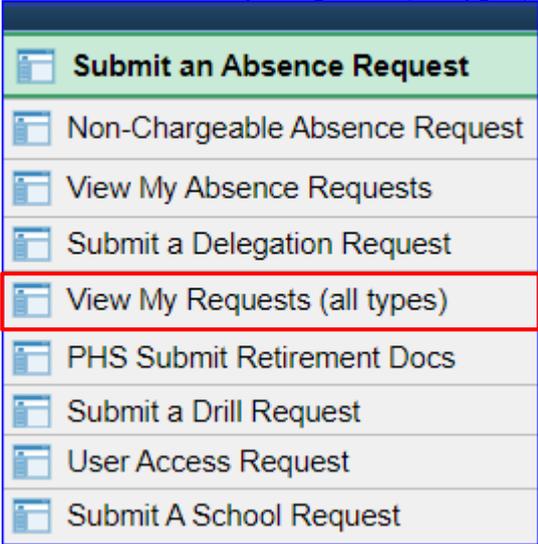| | |
|---|---|
| **Introduction** | This guide provides the procedures for approving pay transactions and Pay Correction action requests in Direct Access (DA). |
| **Required User Roles** | The approver must have the CGHRSUP user role to approve pay transactions and pay corrections in DA. |
| **Important Information** | If the error message below displays, click **OK**, then click any other menu item and the search parameters or action request will open. |

No active employee instance found for Employee 1053919. (0,0) CG_COMMON.HumanResources.Person.OnExecute Name:getActiveEmployeeInstanceForPay PCPC:7632 Statement:140
Called from:CG_AWE.Display.OnExecute Name:BuildDisplay Statement:97
Called from:CG_ACTN_REQUEST_AD.GBL.PostBuild Statement:4

OK

**Contents**

# Approving Pay Transactions

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**Introduction**    This section provides the procedures for approving pay transactions in Direct Access (DA).

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**Procedures**    See below.

| Step | Action |
|------|--------|
| 1 | After selecting **Requests** from the My Homepage drop-down, click on the **Self Service Requests** tile.<br> |
| 1.5 | Select the **View My Requests (all types)** option.<br> |

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# Approving Pay Transactions, Continued

**Procedures**, continued

| Step | Action |
|------|--------|
| 2 | The View My Action Requests page will display. <ul><li>Select the **Requests I am Approver For** radio button.</li><li>**Transaction Name** – leave as All Transactions, or using the drop-down, select the type of transaction to be approved (only those transactions will display in the Search Results).</li><li>**Transaction Status** – leave as Pending.</li></ul> Click **Populate Grid**. <br><br>**NOTE:** To narrow the search results even further, a **Submission From Date** and/or a **Submission To Date** may be entered. <br><br>View My Action Requests<br><br>Leia Organa Solo<br><br>1. `My Submitted Requests` allows member to bring up only their Action Requests.<br>2. `Requests I am Approver For` allows approver to bring up only those Action Requests submitted to them.<br>3. `All Requests` allows the approver to pull up their Action Requests and those submitted to them.<br>4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)<br>5. Refresh button clears the grid and defaults it back to `My Submitted Requests` and Transaction Status of `Pending`.<br>6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.<br><br>○ My Submitted Requests  ● Requests I am Approver For  ○ All Requests<br><br>Transaction Name: All Transactions<br>Transaction Status: Pending<br>Submission From Date:<br>Submission To Date:  Populate Grid  Refresh |

# Approving Pay Transactions, Continued

**Procedures,**
continued

| Step | Action |
|------|--------|
| 3 | Any transactions matching the criteria entered in Step 2 will populate.  Click **Approve/Deny** for the transaction to be reviewed.<br><br>**NOTE:**  Transactions may be sorted by clicking the **Submission Date** or **Drill Date** for easier tracking (Date format = YYYY/MM/DD).<br><br> |
| 4 | The selected transaction will open in a new window.  Review the transaction for accuracy.  Enter any **comments** as appropriate (required if denying the request). Then click **Approve** or **Deny**.<br><br> |

# Approving Pay Transactions, Continued

**Procedures**, continued

| Step | Action |
|------|--------|
| 5 | If approved, the Request Status will update to **Approved**: |
| |  |
| | If denied, the Request Status will update to **Denied**. |
| |  |

# Approving Pay Correction Action Requests

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|---|---|
| **Introduction** | This guide provides the procedures for approving Pay Correction Action Requests in Direct Access (DA). |

| | |
|---|---|
| **Pay Correction** | The Pay Correction Action Request is used to update or correct previously entered Pay Action Requests: |

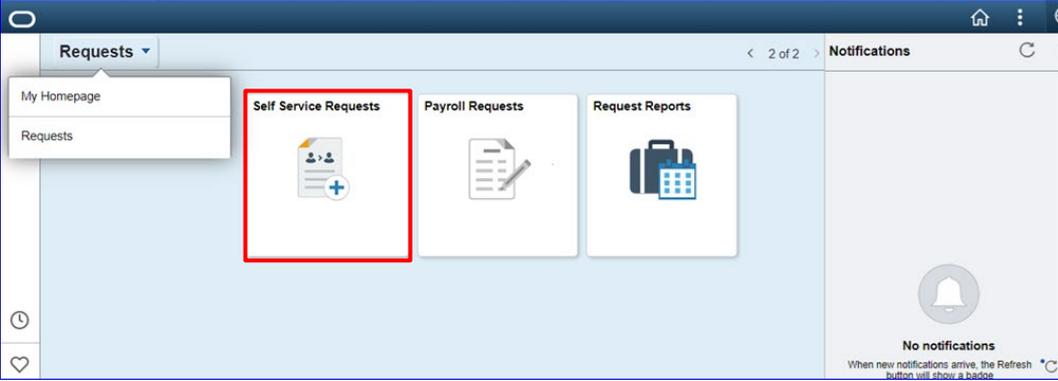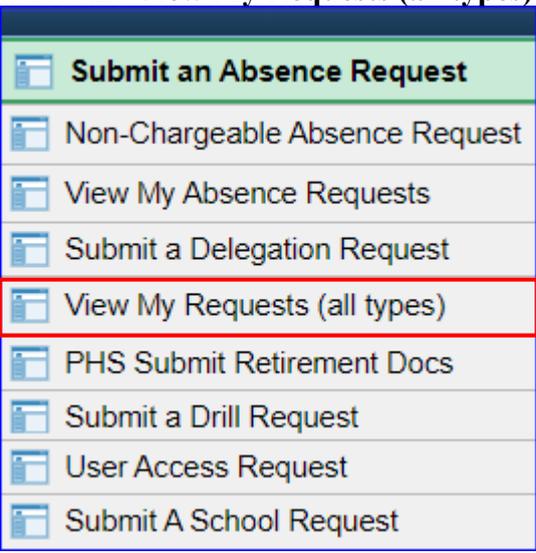| | |
|---|---|
| • Assignment Pay | • Assignment Incentive Pay |
| • BAS II | • Board Certified Pay |
| • Career Sea Pay | • Career Sea Pay Premium |
| • COLA Unique | • Crew Flight Pay |
| • Discount Meal Rate (CGSMR) (See Stopping CGSMR) | • Discount Meal Rate Refund (RMM) |
| • Diving Duty Pay | • Flight Deck Hazardous Duty Pay |
| • Family Separation Allowance | • Foreign Language Proficiency Pay |
| • Hardship Duty Pay - Location | • HDIP (Visit Board Search & Seizure) |
| • Hostile Fire/Imminent Danger Pay | • Health Profession Incentive Pay |
| • Health Profession Board Cert IP | • HDIP (High Pressure Chamber) |
| • Meal Allowance for Cadets | • Non-Crew Flight Pay |
| • Optometrist / Veterinarian Pay | • Special Duty Pay |
| • Variable Special Pay | |

| | |
|---|---|
| **Stopping Coast Guard Standard Meal Rate (CGSMR)** | For members assigned to EUM/ESM/CSP eligible units, the PCS departing endorsement will automatically stop CGSMR deductions the day prior to departure, but **CGSMR MUST BE MANUALLY STOPPED**:<br>• The day prior to a Reservist departing an EUM/ESM unit.<br>• The day prior to a galley closure at an EUM/ESM unit (see SMR Batch Process user guide for stopping/starting SMR for multiple members).<br>• The day prior to departure on terminal leave, with no intention of returning to the unit.<br>• The day prior to departing to a processing point/permissive orders, with no intention of returning to the unit.<br>• During Inclusive dates of TDY **away** from EUM/ESM/CSP eligible unit (and **not** TDY to EUM/ESM/CSP eligible unit, field duty, or group travel).<br>• During Inclusive dates of leave.<br>• During Inclusive dates of hospitalization. |

# Approving Pay Correction Action Requests, Continued

**Procedures**     See below.

| Step | Action |
|------|--------|
| 1 | After selecting **Requests** from the My Homepage drop-down, click on the **Self Service Requests** tile.  |
| 1.5 | Select the **View My Requests (all types)** option.  |

# Approving Pay Correction Action Requests, Continued

**Procedures**, continued

| Step | Action |
|------|--------|
| 2 | The View My Action Requests page will display. |

The View My Action Requests page will display.
- Select the **Requests I am Approver For** radio button.
- **Transaction Name** – leave as All Transactions, or using the drop-down, select the Pay Correction (only Pay Correction Action Requests will display in the Search Results).
- **Transaction Status** – leave as Pending.

Click **Populate Grid**.

**NOTE:**  To narrow the search results even further, a **Submission From Date** and/or a **Submission To Date** may be entered.

### View My Action Requests

Leia Organa Solo

1. `My Submitted Requests' allows member to bring up only their Action Requests.
2. `Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.
3. `All Requests' allows the approver to pull up their Action Requests and those submitted to them.
4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)
5. Refresh button clears the grid and defaults it back to `My Submitted Requests' and Transaction Status of `Pending'.
6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

○ My Submitted Requests        ● Requests I am Approver For        ○ All Requests

Transaction Name:  Pay Correction

Transaction Status:  Pending

Submission From Date:

Submission To Date:          Populate Grid          Refresh

# Approving Pay Correction Action Requests, Continued

**Procedures,**
continued

| Step | Action |
|------|--------|
| 3 | Any transactions matching the criteria entered in Step 2 will populate. Click **Approve/Deny** for the pay action request to be reviewed.<br><br>**NOTE:** Transactions may be sorted by clicking the **Submission Date** or **Drill Date** for easier tracking (Date format = YYYY/MM/DD).<br><br> |
| 4 | The Pay Correction Action Request will open in a new window. Review the action request for accuracy. Enter any **comments** as appropriate (required if denying the request). Then click **Approve** or **Deny**.<br><br> |
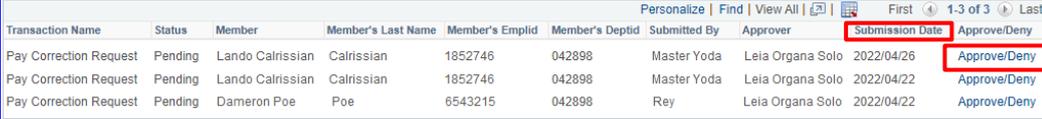
# Approving Pay Correction Action Requests, Continued

| Step | Action |
|------|--------|
| 5 | If approved, the Request Status will update to **Approved**: <br><br>  <br><br> If denied, the Request Status will update to **Denied**: <br><br>  |

**27 April 2023**